GIA Environmental Health and Safety Working Alone Standard

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ABSTRACT: The purpose of this GIA standard is to define the basic elements and responsibilities for the establishment of a site specification to safeguard employees engaged in hazardous activities or working in hazardous areas requiring a minimum of two qualified persons to be present at all times during those activities.

APPLICABILITY: This GIA standard shall apply to GIA facilities and operations worldwide, unless superseded by more stringent country and/or local regulations.

STATUS: APPROVED 01-Apr-1991; use VTX SMC for current status.

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1 INTRODUCTION

The purpose of this GIA standard is to ensure that procedures are in place defining basic elements and responsibilities safeguarding employees engaged in hazardous activities or who work in hazardous areas that require the presence of a minimum of two qualified persons.

1.1 SCOPE

This GIA standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

1.1.1 Policy

Employees and contractor employees who are engaged in hazardous activities or working in hazardous areas must not be alone.

1.2 RESPONSIBILITIES

This subhead describes the responsibilities of the persons involved in fulfilling the requirements of this document.

- Site Manager

  Ensure that procedures are in place safeguarding employees and contractor employees engaged in hazardous activities or who work in hazardous areas requiring the presence of a minimum of two qualified persons during the performance of those activities.

- Department Manager/Supervisor

  Ensure that no person who is engaged in hazardous activities or in hazardous areas does such work while alone.

  Ensure that people working alone in a nonhazardous environment are monitored regularly.

- Site Environmental Health and Safety (EH&S)

  Assist in the evaluation and classification of hazardous and nonhazardous activities and work areas.

1.3 LANGUAGE REQUIREMENT FOR THIS GIA STANDARD

The details of this GIA standard and all documentation associated with it, such as manuals, training materials, signs, labels, postings, and so forth, must be available in English and the accepted and official local languages.

1.4 DEFINITIONS

Working Alone	The person working alone cannot be seen or heard by another individual, and in case of an accident would probably not receive help in time.
Hazardous Work Activity	These activities include, but are not limited to, those with the potential for exposure to the following.
	Live electrical circuits
	Usage and/or handling of flammable, explosive, toxic, or corrosive chemicals
	Use of machine shop equipment
	Use of supplied air respiratory protection equipment
	Building construction
	Compressed gas cylinder change outs
	Work performed on unprotected roofs
Hazardous areas	Isolated areas, include, but are not limited to the following.
	Confined spaces such as manholes, tanks and vessels, walk-in vaults, underground tunnels, and chemical trenches
	Waste treatment areas
	Tank farms
	Maintenance equipment rooms
	Chemical mixing areas
	Gold strip areas
	Gas bunkers
	Power rooms
	Roofs
Nonhazardous areas	Accessible areas include but are not limited to, offices, mailrooms, light assembly, and parts inspection sites. Persons may work alone in these types of areas providing that arrangements are made for a periodic check related to their well-being. These periodic checks may be made by requiring the person who is working alone to contact or be contacted by a designated person or by Security. The frequency of these checks will depend on the nature of the operation being performed. Failure to establish contact requires an immediate investigation.

2 PROCEDURAL REQUIREMENTS

This heading describes requirements for a Working Alone Program.

2.1 GENERAL

Persons performing any hazardous activity or working in a hazardous area shall not be alone.

- They shall be accompanied by someone sufficiently qualified or trained to deactivate equipment and turn off power, or equipped to render appropriate assistance.
- Persons working alone after hours in nonhazardous areas shall be monitored by a designated person or by Security personnel. The frequency of the checks will depend on the operations being performed.
- Should the situation dictate, and as long as personal safety is not compromised, alternate procedures can be devised (for example, the use of two-way radios). This must be agreed to by both department management and EH&S.

2.2 EMERGENCY TRAINING

Persons conducting a potentially hazardous activity or working in a hazardous area must be properly trained for the job and be prepared to render emergency assistance.

2.3 SURVEYS

Department managers and supervisors must survey their operations periodically to confirm adherence to this standard.

Activities and areas must be classified (for example, hazardous or nonhazardous). This shall be done with the assistance of EH&S.

There shall be appropriate signs and barricades to warn and protect employees from hazards that could cause injury from electric shock, burns, or failure of electrical equipment parts.

Good judgment is required to ensure that no one is working alone where there should be two or more persons present.

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